



PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

ANDREW J. BRUCK  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**August 11, 2021**  
**NOTICE OF JOB VACANCY**  
**#21-273**

**This is a repost of vacancy announcement #21-208; previous applicants need not reapply.**

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Secretarial Assistant 1, Non-Stenographic

**SALARY:** \$42,709.78 to \$59,981.41

**LOCATION:** Division of Consumer Affairs  
Professional Boards – Team 6  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Executive Director or Executive Secretary of a Professional Board in the Division of Consumer Affairs, Department of Law and Public Safety, this position provides administrative support to the Executive Directors of Team 6 of the Professional Board unit. The team includes the Boards/Committees of Electrical Contracting, Master Plumbers, Burglar Alarm, Fire Alarm, and Locksmiths, HVACR, Escalators, and Hearth Installers. The duties include scheduling and helping to conduct all board meetings; formulating agendas; taking minutes; drafting correspondence; handling licensing issues; responding to inquiries from consumers, licensees and members of the boards; performs other duties as required.

**REQUIREMENTS**

**EXPERIENCE:** Three (3) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #21-273 and current resume on or before the closing date of August 25, 2021 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
P.O. Box 081  
Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

